



## Capitol Tunnel Exhibit Rules and Guidelines for Use

### Usage

The tile wall in the tunnel between the Kentucky State Capitol and the Capitol Annex may be used by state agencies or state-related organizations for flat, poster-style exhibits.

Non-state government groups such as civic, fraternal, religious, service, and patriotic may be considered for display space if they have a special event or occasion that is recognized by the Office of the Governor with a proclamation or similar declaration. Museums and 501(c)(3) organization representing Kentucky and Kentucky history are also acceptable.

Since the tunnel is used by many, including public officials, state employees, as well as the many school children touring the Capitol during the legislative session, please keep these groups in mind so that your exhibit can be enjoyed by all. We ask that you avoid issues or material that could be misconstrued as “lobbying” – though the information you provide in your exhibit will, no doubt, be influential in drawing attention to your particular museum or organization.

These exhibits in the tunnel are seen by thousands during the legislative session, and it is an excellent way to highlight your organization or museum and we enjoy being able to offer this opportunity to you. We consider the exhibits to be the “best of Kentucky” and we are appreciative of your agreement to place an exhibit within the tunnel.

### Length of Exhibit Time

Displays on the Capitol Tunnel tile wall may be in place up to one week.

### GUIDELINES FOR EXHIBITS IN THE CAPITOL TUNNEL

1. Any posters, drawings, photos, etc., to be exhibited in the Capitol/Annex tunnel must be attached to the walls of the tunnel on the tile side only.
2. **NO SCOTCH TAPE, DUCT TAPE, OR MASKING TAPE MAY BE USED TO FASTEN EXHIBITS TO THE TILE SURFACES** as tape has a tendency to permanently adhere to the tiles.
3. The **ONLY** materials which may be used to temporarily fasten items to the tunnel walls are the Command 3-M Removable Tape Strips or a removable putty-type of material which will not scratch or permanently adhere to the tile wall.
4. Any group or agency requesting permission to hang an exhibit in the tunnel **will be responsible for hanging the exhibit in the manner specified above, removing the exhibit at the agreed upon time, and cleaning the tile surfaces of any residue from the exhibit process.**

5. Any group or agency using this area for an exhibit should assign someone to be responsible for checking on the exhibit at least once a week to make sure the various elements of the exhibit are still fastened to the wall. We do not have anyone available in the Capitol to be responsible for the exhibit items.

**Please do not use double-sided tape of any form, or any extremely sticky putty. If you must secure something, there is a putty by Uhu which can be purchased through most office supply businesses. Command 3M strips work well for securing items to the tile.**

### **Requirements**

Exhibits require a professional appearance, accurate information, labels identifying items, and the name of the group/groups.

*If any information changes regarding your status as a non-profit, government organization, or museum, please notify the Division of Historic Properties as soon as possible at 502-564-3000.*

### **Reservations**

For reservations or further information, contact Paula Weglarz, Division of Historic Properties, at (502)564-3000, extension 228, or by email at Paula.Weglarz@ky.gov

### **ADDITIONAL INFORMATION FOR YOUR EXHIBIT**

- Most exhibitors like to unload at the accessible entrance - on the drive around the Capitol - located directly across from the Shelby Street parking lot. You can unload there and then move your vehicle to a visitor parking spot on the lots behind the Annex or in the parking garage.
- If you have a flyer or more information about your organization or exhibit that you would like to leave at the Tour desk, please bring any type of brochure or flyer and make reference that "more information is available at the tour desk."

**Please complete the form below and fax to 502-564-6505, or send via U.S. mail to:**

**Division of Historic Properties  
Attn: Capitol Scheduling  
Berry Mansion  
700 Louisville Road  
Frankfort, KY 40601**

**If you have any questions about the information above, please contact the Division of Historic Properties at 502-564-3000.**

**Exhibit Title & Organization** *(please provide a brief explanation of your exhibit)*

**Dates you are requesting:** \_\_\_\_\_ **to** \_\_\_\_\_

I have read, understand, and agree to abide by the above guidelines regarding use of the tunnel area for exhibit purposes

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Organization:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Alternate Telephone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code** \_\_\_\_\_